REPORTS INVENTORY

PREPARE IN DUPLICATE

CONTROL NO.

1. TITLE OF REPORT (if a fill-in report include Form No.) CAPER - List K - Overt and Semi-Covert Cases Closed (during the month)	**2. TYPE OF REPORT** STATISTICAL NARRATIVE X MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL
	LOGISTICS	X	SECURITY		OTHER (specify)
	MEDICAL		FINANCE		

4. NO. OF COPIES PREPARED 1--on 20th of month 4--at end of month	**5. FREQUENCY** (weekly, monthly, quarterly, etc.) twice each month	**6. DISTRIBUTION** (No. of components not number of copies) 1--on 20th of the month 4--at end of the month

7. FORMAT (memorandum, form computer print-out, etc) Computer Print-Out	**8. ADP PROCESSING** X YES — IF YES GIVE ADP PROCESSING NO. NO — 580	**9. DIRECTIVE AUTHORITY REQUIRING REPORT** (basic policy statement) 25X1

10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OS/SR & CD	**11. FEEDER REPORTS** (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Punched Cards (SR & CD)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
PUNCHED CARDS									
NUMBER	COST EACH								
389	.05				19.45		12		350.10

B. COSTS OF COMPUTER PRODUCED REPORTS

PAGES	COST PER PAGE				
16 (Single Copy)	.05		.80	24	19.20
64 (Multicopy)	.03		1.92	24	46.08

	TOTAL COSTS PER YEAR	$415.38

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provides alphabetical list of closed cases (by types) from which are extracted several report items for EOM reporting. Listing also used for validating purposes.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
	MAN-HOURS	DOLLARS
RETAIN AS IS X OTHER (explain) Retain as is, pending develop-		
CHANGE ment of comprehensive revision of case		25X1
DISCONTINUE processing system, now entering Design Phase		

16. DATE OF INVENTORY 9 October 1970	**17. NAME AND TITLE OF PERSON FURNISHING INFORMATION** Security Officer/Systems Analyst	**18. EXTENSION**

25X1

FORM 142

(22-36-43)